

# IMPORTANT IMPORTANT IMPORTANT IMPORTANT

## Annual Payroll Reports Due by July 31st

Annual Payroll Reports are due by **July 31<sup>st</sup>**. To expedite the receipt of your payroll report you are encouraged to utilize Workforce Safety & Insurance's online service. To submit your payroll online, log onto [www.WorkforceSafety.com](http://www.WorkforceSafety.com), Online Services section, Payroll Reporting. Online reporting is efficient and confidential. Payroll information can be entered online or electronically submitted by attaching an Excel or Text File. If you are not using the online service remember to send this report directly to WSI.

A couple of things you may want to remember when reporting payroll:

- If an employee only worked part of the reporting period and is no longer employed by that agency, all wages earned at the agency by that employee must still be reported.
- In an employee changed positions within an agency during the reporting period, report each wage under the proper classification-total wages will be capped.
- If you do not know your access (log-in) code, call Workforce Safety & Insurance at 328-3800.
- Make sure that the wages reported for an individual agency are only the wages for that agency – do not report wages earned from a different agency by transferring employee.
- This is not the appropriate place to report wages for employees permanently working outside the state of North Dakota

If you have any questions, feel free to contact me at 701-328-7583 or WSI's Customer Service at 1-800-777-5033.